**Section 4: Employee Benefits**

CRCPL offers a competitive benefit package to employees classified as Regular full-time and Regular part-time.  We are also able to offer a select number of benefits to part-time employees scheduled to work less than 30 hours per week, as defined below.  Student employees that are Temporary/Seasonal or employed as part of a Practicum/Internship are not benefit eligible.

Definitions:

* Regular full time = employee regularly scheduled to work 40 hours per week
* Regular part time = employee regularly scheduled to work 30-39 hours per week
* Part time = employee regularly scheduled to work 20-29 hours per week

**4.1 INSURANCE COVERAGES**

Employees working at least 30 hours weekly are eligible for medical, dental and vision insurance benefits.  CRCPL will pay a portion of insurance premiums at a rate determined by the Board.

Part time employees working 20-29 hours per week are eligible for dental and vision insurance benefits. CRCPL will pay a portion of insurance premiums at a rate determined by the Board.

Open enrollment for health and life insurances will be held once a year.  Exceptions may be made if the employee notifies the Human Resources Manager of a change in status/qualifying event within 30 (thirty) days of its occurrence.

The employee must notify the Human Resources Manager of their divorce, separation, Medicare eligibility, or change in dependent status in writing within 30-days of the event.

Upon resignation or termination the employee and their dependents may have the right to continue health insurance coverage via COBRA. Employees will receive notification of their rights by mail and must respond within the established time frame.